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THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

13 MAR 1974

MEMORANDUM FOR: Deputy to the DCI for the  
Intelligence Community

SUBJECT : Letter of Instruction

1. During the next twelve months, I expect you to accomplish the following:

-- create and maintain a multi-agency staff to assist the Intelligence Community entities in the resolution of management and procedural problems;

-- establish and maintain a procedure for the evaluation of community efforts in analysis and production, collection and processing, and resource utilization;

-- establish a system of relating - over time - community resource expenditures to key intelligence questions of users (KIQs);

-- insure the evaluation of the utility of community intelligence products and advise me and the NIOs of ways and means to improve them;

-- energize and improve community intelligence coordinating mechanisms - USIB, IRAC, NSCIC and the R&D Council, and provide for IRAC quarterly reports on resource utilization;

-- prepare annual NFIPB, the Community Annual Report, and assure satisfaction of PFIAB requirements for intelligence and evaluation information;

-- improve the visibility of tactical intelligence resources for DCI review and recommend improvements in the national/tactical intelligence interface;

-- provide the secretariat function for USIB, IRAC, and for the objectives I undertake for the President;

-- provide the secretariat and managerial support to the KIQ process;

-- provide a focal point for DCI planning activity for the community and for the drafting and circulation of appropriate DCI guidance papers including the DCI Perspectives;

-- establish a coordinated community effort to improve analytical methods and to improve the quality and acceptability of outside substantive research.

2. I expect the above to be accomplished with a minimum permanent staff and with minimum perturbation of existing command structures in the intelligence community.



W. E. Colby